

**SECTION 10.15 SAMPLE LETTER FOR RESIGNATION IN LIEU OF DISCHARGE**  
**Last Update: 10/03**

(DATE)

This is to confirm my resignation as a (job classification) with the Department of \_\_\_\_\_  
in lieu of being discharged. I (employee name) understand and agree that I will not be eligible for any future  
employment with the State of Iowa.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department

c: Personnel Officer  
DAS-HRE Employment Section